

HIGHLAND GREENS TOWNHOMES

BOARD MEETING MINUTES

FRIDAY, JUNE 24TH | 10:00 AM MST

HGTH Board of Directors

- Stuart Read – President
- Rick Gorham – Vice President
- Bob Miller – Treasurer
- Karla Schapansky – Secretary
- Anne Mead – Member at Large

Alpine Edge Representatives

- Steven Frumess – General Manager
- Jamie Stahulak – HOA Accountant
- Brett Gunhus – HOA Manager

1. Roll Call; Establish Quorum

The Highland Greens Townhomes Board of Directors attended the meeting, and the Alpine Edge Management team listed above. There was a motion to call the meeting to order at 10:06 AM.

2. Financial Review

A. FY 2022-23 Budget

Steven informed the Board that the goal is to reconcile the finances by mid-July. Once that is complete, a budget can be drafted for the next fiscal year. The Board will work with Jamie to make any necessary adjustments line-by-line throughout the next FY budget.

Stu said that dues would likely have to be increased. He estimated that they would increase by \$15 – 20. He asked Alpine Edge to communicate with the homeowners about the reasons behind the delay in the budget being ready and that the Annual Meeting would likely have to be pushed later than usual.

A tentative date for the Annual Meeting was set for Saturday, August 13th.

B. Financial Reconciliation

Alpine Edge is still working on getting the financials from Wilderrest from March. AE accountant Dave is in the process of inputting all invoices into QuickBooks. Steven asked that AE have until the second week in July for the reconciliation of financials to be complete.

3. Routine Maintenance

A. Landscaping Plan

Ceres is the contracted landscaper for the Association. The scope of work includes mowing all common areas, and garden maintenance is slated to occur twice a week. Alpine Edge has a shared spreadsheet with Ceres to inform them of any landscaping or irrigation issues.

i. Old Tree Stakes Removal

The Board requested that any old or unneeded tree stakes be removed from the grounds.

The Board wanted to ensure Alpine Edge had the keys to the Bobby Cat for snow plowing next winter. Karla asked if Alpine Edge had been in the key closet at the Lodge. Steven confirmed Alpine Edge had been in the key closet and noted many missing keys for the Townhomes.

B. Irrigation System – Water Conservation

Irrigation is set to go off on Mondays between midnight and 8 AM. Ceres still needs the POC for the irrigation behind the units on Chestnut. Alpine Edge has reached out to the prior landscaper Greenscapes to see where the POCs are located. Messages and phone calls have not been returned to date.

The Board would like Alpine Edge to look into replacing the cobble around the foundation of the units that need it.

C. Weed Mitigation / Diseased Trees (*Aspen Fungus*)

Steven informed the Board that Ceres would spray for noxious and broadleaf weeds as part of their scope of work. Alpine Edge is still waiting on an answer from Ceres regarding the fungus on the bottom of the aspen trunks.

i. Removal of Dead Plants and Trees

Stu mentioned there were some dead shrubs and a dead tree across from the trash enclosure on Chestnut. Alpine Edge will inform Ceres of these dead plants and ask about their removal/replacement.

D. Walk-through Follow-up: Roof/Heat Tape/Gutters

i. DJ Roofing List

The three major things that need to be inspected and repaired before winter are the Townhomes shingles, heat tape, and gutters.

Steven explained to the Board how heat tape works, the energy required and what was looked for during the inspection. Not every unit will need heat tape. Tyler (AE Service Team Member) met with Stu and another roofer to determine which units were hard-wired and plugged in and compiled the information into a spreadsheet, which was presented to the Board. Tyler explained to the Board that the contractor assessed all the roofs and will have an updated spreadsheet to review early next week. He believes the priorities of repairs should be roofs, gutters, then heat tape. Some heat tape repairs can wait until spring, but a few units must be repaired before winter.

ii. Deck Stain for Owners

Bob informed Alpine Edge that a previous Board member, along with the painting contractor, would inspect the Association yearly and touch up spots that needed it. The

Board would like to keep this contractor due to his history and knowledge of the Association. The units are re-stained on a 5-year cycle.

Alpine Edge is working on replacing the deck stain for homeowners not in the rotation to have their unit re-stained by the HOA. The buckets of stain will be available in the trash enclosures for homeowners to utilize at their discretion.

The stain was previously stored in the trash enclosure, which is not temperature controlled. Steven asked Anne if it could be stored at the Lodge; Anne did not see an issue with that, but it would be a Board decision at the Lodge.

iii. Replacement of Windows/Doors

The windows and doors have started deteriorating. The Board would like three approved options for replacements sent to homeowners. Any method besides the pre-approved options would have to go through the Board.

4. Shuttle Driver Bonus & '22/'23 Competitive Pay

The Board inquired as to whether the bonus for Bobby was paid out after the last meeting. Steven Believed Martha might have cut the check but needed to verify with Jamie. Research done by Alpine Edge was provided to the Board showing the average pay of shuttle drivers in the area. To be able to keep a competitive wage, Highland Greens needs to increase drivers' revenue. The Board agreed to increase the shuttle drivers' pay to \$25 with a ski pass and end-of-season bonus.

5. Reserve Study

The Board wants to get the ball rolling on a new reserve study. Alpine Edge will reach out to Advance Reserve Solutions to start this process once the financials have been reconciled.

6. Annual Meeting Preparation

A. Garage Door Policy

The policy was rewritten to state that the garage doors should remain closed during the winter and encouraged owners to keep them closed for reasons stated in the letter. A topic will be added to the Annual Meeting agenda to remind homeowners of this new policy. Alpine Edge will also post it on the HGT website.

The Annual Meeting date was tentatively scheduled for August 13th.

7. General Board Comments

Stu asked if Alpine Edge had spoken to Jet Black regarding the seal coating. Steven informed him that the business was sold, and the new owner has it on the list for this summer.

Steven would like to meet with the Board at the end of July once the financials are reconciled, and the first draft of the Reserve Study is completed.

8. Adjournment

There was a motion to adjourn at 11:53 am. All were in favor.